

Position Title

Human Resources Specialist (Human Resources Development)

Organization

B402 / COLLABORATION, TALENT DEV & RECOG BR

NASA Announcement Number

LA13D0015

Vacancy Type

Case File

OPM Control Number / Status

337261300 / Posted

Salary Range

\$68,809 - \$106,369

<http://www.usajobs.gov/GetJob/ViewDetails/337261300>

Open Dates

02/07/2013 - 02/21/2013

Pay Plan - Series / Grade (Low, High, Potential)

GS - 0201 / 12, 13, 13

Position Information

Full-Time / Permanent

Duty Location

511180650 - Hampton, VA (1)

Who May Be Considered

This announcement is open to all qualified U.S. citizens.

Citizenship Required

True

Job Summary

Applying a comprehensive knowledge of adult learning theory and instructional design techniques this HR Specialist (Human Resource Development) provides oversight, guidance, recommendations, curriculum development and advisory services in the area of leadership, supervisory and employee development at NASA Langley.

Comments

TO RECEIVE CONSIDERATION, YOU MUST SUBMIT A RESUME AND ANSWER NASA-SPECIFIC QUESTIONS. THE NASA QUESTIONS APPEAR AFTER YOU SUBMIT YOUR RESUME AND ARE TRANSFERRED TO A NASA WEB SITE. IF YOU SUCCESSFULLY APPLY, USAJOBS WILL SHOW YOUR APPLICATION STATUS AS "RESUME RECEIVED." IF YOUR STATUS IS "APPLICATION STARTED," YOU HAVE NOT SUCCESSFULLY APPLIED. DO NOT RELY ONLY ON THE USAJOBS STATUS TO CONFIRM SUCCESSFUL APPLICATION; ONLY AN EMAIL FROM NASA CONFIRMS SUCCESSFUL APPLICATION.

Salary range for GS-12 is \$68,809 to \$89,450. Salary range for GS-13 is \$81,823 to \$106,369. You must indicate the lowest grade that you would accept if offered the position.

Marketing Summary

NASA, the world's leader in space and aeronautics is always seeking outstanding scientists, engineers, and other talented professionals to carry forward the great discovery process that its mission demands. Creativity. Ambition. Teamwork. A sense of daring. And a probing mind. That's what it takes to join NASA, one of the best places to work in the Federal Government.

Key Requirements

1. A one-year probationary period may be required
2. Occasional travel may be required
3. Selectee must complete a financial disclosure statement
4. Relocation expenses will not be authorized
- 5.

Total number of openings

1

Major Duties

At full performance level primary duties are as follows. The HR Specialist will draw from past practical experience in the assessment, design, delivery and evaluation of both classroom, distance learning and curriculum development to plan and develop new programs or learning products. Conducts needs assessments to determine performance gaps and learning needs to gather, review and validate requirements for training. Identifies and understands client objectives and requirements; acquires and understands client source materials; organizes content into meaningful learning segments and creates design documents as deliverables within the content development process.

Provides Center managers with advice and guidance on human capital development policy and procedures when the training and development practices are new, highly controversial, precedent setting or involve more than one area of human capital policy.

Routinely provides expert advice and technical services on a broad range of complex and controversial issues. Services include advising management regarding identifying critical skill development needs at the individual and organization levels; partnering with managers to design Human Capital performance enhancement solutions; consulting with manager and supervisors to obtain maximum utilization of their talent and designing and designing a balanced portfolio of cost-effective learning opportunities tailored to meet specific career path needs.

General Qualifications

Applicant must have 1 year of specialized experience equivalent to the next lower grade, which has equipped the applicant with the particular competencies needed to successfully perform the duties of the position described in the duties statements.

Specialized experience for qualification at the GS-12 level is applying HR practices and strategies to assess employee development needs and organization effectiveness; and demonstrating consultation and collaboration with managers, supervisors, employees and/or HR specialists.

Specialized experience for qualification at the GS-13 level is demonstrated use of adult learning theory, instructional techniques and curriculum development as it applies to the assessment, design, delivery and evaluation of both classroom and distance learning. RESUMES MUST CONTAIN SUFFICIENT DATA TO DETERMINE IF THE EXPERIENCE IN CURRICULUM DEVELOPMENT HAS BEEN APPLIED TO BOTH CLASSROOM AND DISTANCE LEARNING IN ORDER TO BE RATED QUALIFIED AT THE GS-13 LEVEL.

Educational Qualifications

No text available

Requirements

U.S. citizenship is required.

How You Will Be Evaluated

NASA uses an automated system (Resumix) that matches the competencies extracted from your resume to the competencies identified by the selecting official for the position. Based on the competencies you match, you are placed in one of three categories identified as 90, 80, or 70 pt. quality categories, which are defined as:

90 pt. Category - Tentatively meets (until subsequent confirmation upon referral) the basic qualification requirements identified in the vacancy announcement and has experience in the same or similar job that has demonstrated superior proficiency in the primary requirements of the position.

80 pt. Category - Tentatively meets (until subsequent confirmation upon referral) the basic qualification requirements identified in the vacancy announcement and demonstrates satisfactory proficiency in the primary requirements of the position.

70 pt. Category - Fails to meet criteria described in the 80 pt. category.

Additional application guidance is available in NASA's *Applicant Guide* (https://resume.nasa.gov/applicant_guide.html).

Information for Veterans: The Category Rating Process protects the rights of veterans by placing them ahead of non-preference eligibles within each category. Preference eligibles who meet qualification requirements and have a compensable service-connected disability of at least 10 percent must be listed at the top of the highest quality category, except when the position being filled is scientific or professional at the GS-09 grade level or higher.

For the purpose of the Career Transition Assistance Program (CTAP) and the Interagency Career Transition Assistance Program (ICTAP), candidates rated in the top quality category are considered well-qualified.

Benefits

NASA offers excellent benefit programs and competitive salaries. To learn more about pay and benefits at NASA, click *HERE* (<http://nasajobs.nasa.gov/benefits/benefits.htm> target=_blank).

Other Information

Any applicant tentatively selected for this position may be required to undergo a pre-employment background investigation.

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. See 'How You Will Be Evaluated' for definition of well qualified.

Federal employees seeking CTAP/ICTAP consideration must indicate their eligibility when applying for a position. The USAJOBS resume asks you to identify your ICTAP eligibility; the NASA Supplemental Information asks you to identify your CTAP eligibility. If you are selected for the position, you must be prepared to submit proof that you meet the requirements for CTAP/ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

In order to receive preference in hiring, you must clearly identify your claim for veterans preference on your resume.

U.S. citizenship is required. NASA's *Applicant Guide* (https://resume.nasa.gov/applicant_guide.html *target=_blank*) provides the information needed to assist you in determining whether or not you can claim 5 or 10 point veterans preference. You should not submit documents to prove your eligibility for veterans preference at this time. However, you must be prepared to submit proof of veterans preference (DD-214, and, if claiming 10-point preference, SF-15 plus proof required by that form) as requested by the Human Resources Office. Veterans preference will only be considered based on what is supported. For instance, if you claim 10-point preference, but are only able to document 5-point preference, you will be considered accordingly. If you fail to provide the required documents within the stated time period, we may withdraw a job offer and/or remove you from further consideration.

Your USAJOBS account asks you to assign a name to each of your resumes. When you apply to a NASA position, we will show you the text of the resume you have submitted, but we do not maintain the name you have assigned to that resume. If you wish to keep track of that information, we recommend you make note of it at the time you apply.

How to Apply

This vacancy is concurrently being advertised open to status candidates through LA13C0039. Status candidates should consider applying directly to that vacancy.

This vacancy is being filled through NASA STARS, an automated Staffing and Recruitment System. NASA partners with USAJOBS in providing a seamless application process. Before you begin the application process, please read the vacancy announcement carefully and have all required information available. You may begin the process of submitting your resume by clicking on the 'Apply Online' link.

In order to be considered, you must submit a resume completed on the USAJOBS site. When completing your USAJOBS resume, please remember that NASA limits resumes to the equivalent of approximately SIX typed pages, or approximately 22,000 characters including spaces. You will NOT be allowed to complete the application process if your resume is too long or if your resume was uploaded to USAJobs from a second source. Additionally, NASA does not accept documents attached through USAJobs' document attachment feature.

Once you submit your resume to NASA, you will be asked to complete a short series of additional questions. You must finish the entire process in order to have a complete application package and receive consideration. Your answers will not be saved unless you finish the entire application.

You may edit a previously-submitted application, if the announcement is still open. For more information, see the *Applicant Guide*. (https://resume.nasa.gov/applicant_guide.html target=_blank)

If you are unable to apply electronically for this position, submit your resume and supplemental questions to: National Aeronautics and Space Administration (NASA), Resume Operations Center, Mailstop: HS50, Marshall Space Flight Center, AL 35812. DO NOT submit your resume directly to the Center advertising this vacancy. Mailed resumes must be received by the close of business on the closing date of the announcement. Hard copy resumes requirements are provided at: *Hard Copy Resume Requirements* (<http://nasajobs.nasa.gov/howtoapply/hardcopyresumes.htm> target=_blank).

If you are a first time applicant, we recommend that you review NASA's *Applicant Guide* (https://resume.nasa.gov/applicant_guide.html target=_blank) to ensure that you are providing a complete resume. Failure to submit the supplemental data and a resume that contains all of the required information may result in loss of consideration for positions in which you are interested.

All applications must be received no later than midnight Eastern Time on the closing date of the announcement.

Required Documents

NASA's application process has been specifically developed to ensure that we only ask you for the information we absolutely need to evaluate your qualifications and eligibility. In order to apply for this position, you only need to submit your resume and answer the screening questions and supplemental information. No additional documentation is accepted at the time of application. (For example you need not submit narrative 'KSA' statements; they are not required and will not be evaluated.) In this way we allow you to focus on preparing a resume that best describes your background and abilities. For assistance in preparing your resume, consult the *Applicant Guide* (https://resume.nasa.gov/applicant_guide.html *target=_blank*).

Nothing further is required until requested by the Human Resources Office. At that point, we may ask you to submit documentation to support statements made in your resume. For example, we may ask you to provide academic transcripts or proof of Federal employment status. If you are claiming veterans' preference, we may ask you to submit proof of veterans preference (DD-214, and, if claiming 10-point preference, SF-15 plus proof required by that form). If you fail to provide the required documents within the stated time period, we may withdraw a job offer and/or remove you from further consideration.

Contact

Kathlyn Baker / 757-864-2558 / LaRC-DL-LaRC-Jobs@mail.nasa.gov

What to Expect Next

Candidates for NASA positions are evaluated using our automated staffing and recruitment system, NASA STARS, which compares your skills and experience as described in your resume with the requirements of the position. If you are found to be a highly qualified candidate, you will be referred to the selecting official for further consideration. (In some cases, individuals with priority for special consideration must be considered and selected before other candidates.) Whether or not you are contacted for an interview depends upon the location of the position and the judgment of the selecting official.

At NASA, we pride ourselves on efficient and timely recruitment actions, and you can normally expect to learn the outcome of the selection process in a fairly short period of time. In addition, to ensure that you can measure progress for yourself, NASA provides you with regularly updated information on the status of the vacancy announcement.